HEIA\_NT FOOD ORDER PD 28/5/15

Food Orders for Busy Teachers

Step by step instructions.

Penny McIntyre

**Darwin High School Food order procedures**

The food order system is an integrated system that uses a Recipe Costing Master and a Food Order Master to create a shopping list and prac sheets for any number of classes with no limits on the ingredients that can be used in the recipes.

This system is not a data base, but is based on Excel, so a willingness to work in excel is fundamental to using this system. Initially there is quite a lot to learn and it can appear to be complex and confusing. However, once it is mastered, this system will save countless hours in collating of food orders and bring in a system that helps to make practical and demonstration lesson preparation easier.

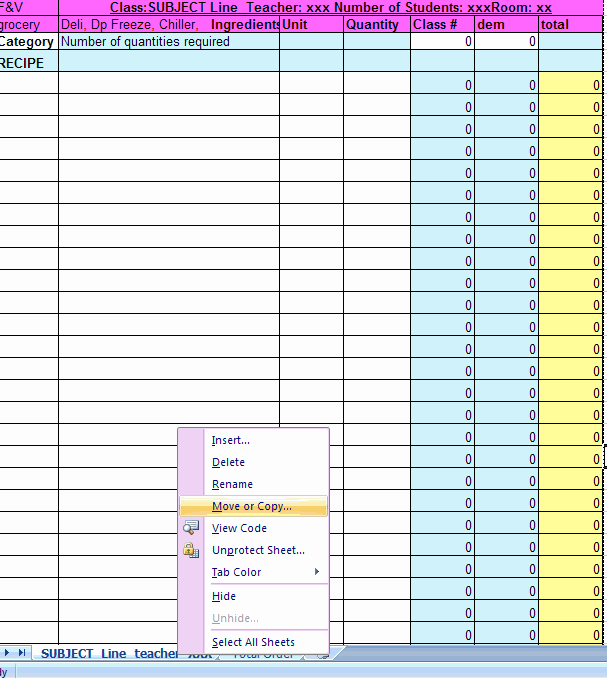
The advantages of the system are that it is fast and efficient; it will produce the class sheets that are used for lesson preparation as well as a collated shopping list; everything is clearly labelled so reduces confusion; digital storage allows for efficient record keeping; the recipe costing master can be used to cost recipes; it is specifically designed for Home Economics classes; totals are traceable so mistakes are easily rectified; it makes stock control and shopping easier.

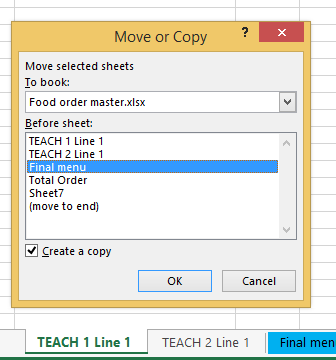
**The basic steps to the process are as follows**

1. Set up Food order master that details your faculty: subjects, classes, teachers, times, days, number of students, etc.
2. Create recipe card (using recipe costing master)
3. Copy recipes into weekly food order (created from master) on separate pages according to your classes
4. Nominate the number of quantities of each recipe
5. Copy the ingredients and the total ingredients required to the totals page
6. Sort and collate the totals page
7. Print the shopping list
8. Print the class pages

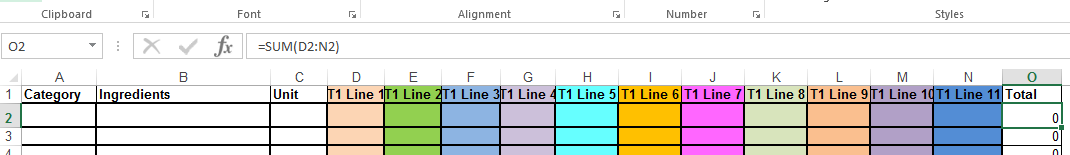
The food order can also be used to create separate food orders for a single class that is doing independent practical assessments where many recipes are being prepared in the same lesson. Simply follow the same procedures, but use the collated totals page as the food order for the specified class in the weekly food order. Depending on the number of items, it may be necessary to create more pages to accommodate the total food list. DON’T GO BEYOND THE CURRENT PAGE SIZE as it will not contain the formula and it will transfer or print off.

**Set up Food order master that details your faculty: subjects, classes, teachers, times, days, number of students, etc.**

1. Open generic food order master. Right click on the tab at the bottom and choose move or copy 
2. Click ‘create a copy’ and click the sheet you want it to precede.



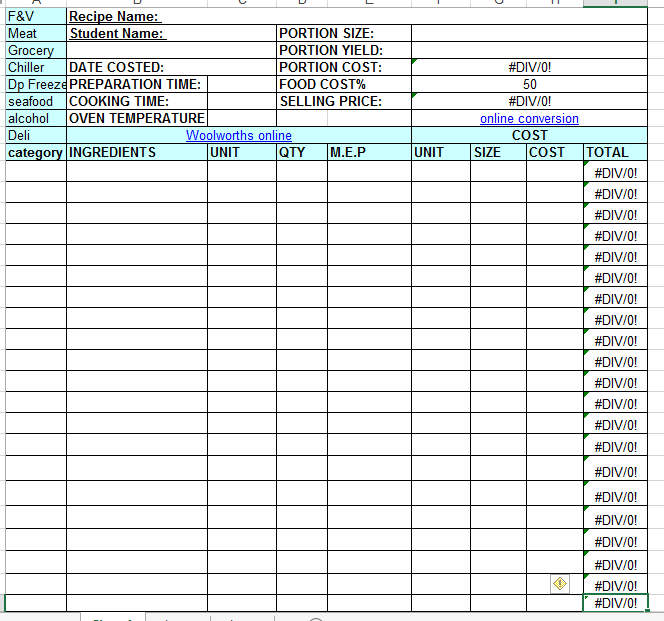
1. Continue creating sheets until you have one for each class.
2. Add or delete columns in the totals page to match the number of classes you have worksheets for. Make sure your total column adds together all of the columns. Check the formula by clicking on a cell in the total column and making sure all the columns are included.



Change the details on each page to match the teacher, day, lesson, number of students, subject etc. Save as Food Order Master 20YY. Use this each week to create the master for that week, name accordingly eg. Food order week 2 Term 1. Use the same generic master to create class masters for individual teacher use, eg. Food order Master F&H2\_MCIP. These can then be used when classes have large orders.

**Recipe Costing Master**

This recipe master is used for individual student food orders or class recipes. Follow the “save as” process and name the recipe costing master the name of the recipe you are making. The recipe needs to be written in the format **Ingredient/Unit/ Quantity** so this will require most recipes to be reformatted. In the first column, **allocate a category** to each ingredient. This is important as it is the key to the food order process. Those listed are a suggestion. You can change them to suit your situation – e.g. specific suppliers, garden etc. etc.



Only the first four columns are necessary for the food order.

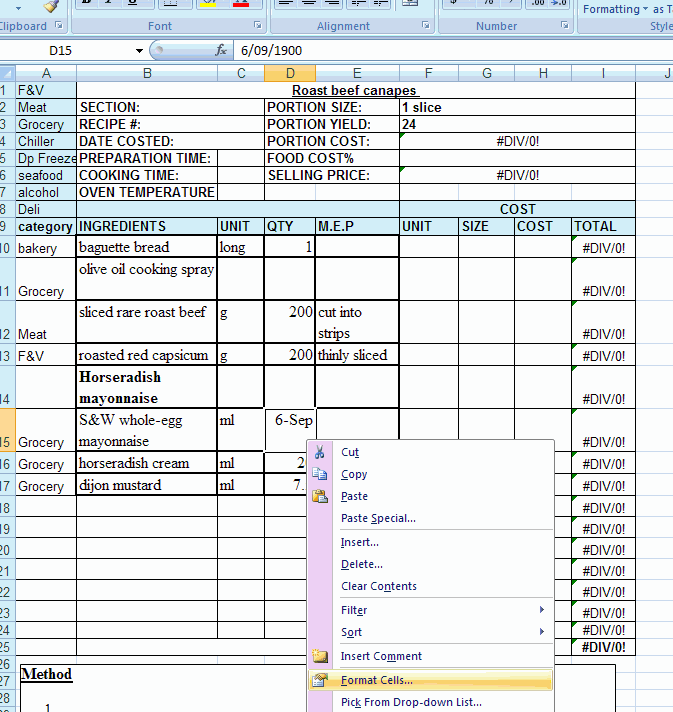
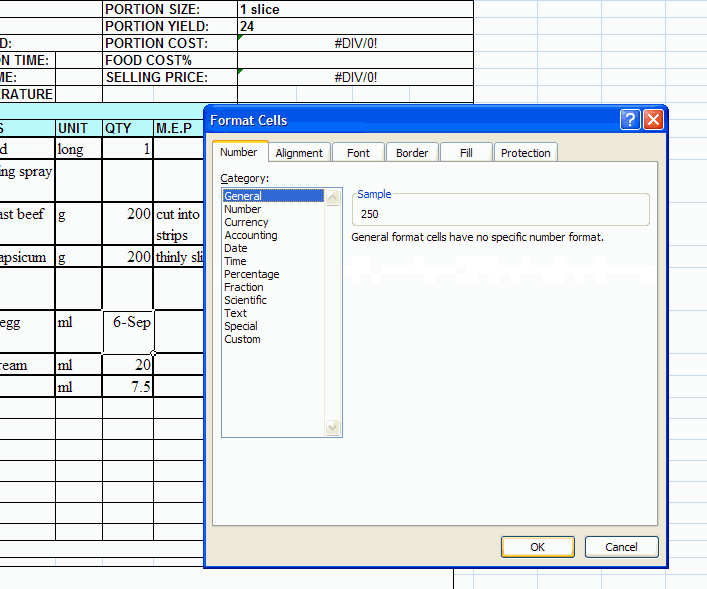
To help the collation process and ease of shopping, it is best to have **measurements in grams (g) & millilitres (ml) or Litres (L) ,** as opposed to teaspoons, Tablespoons and cups. You can put these measurements in the MEP column so you may have to change the recipe you are using.

It is best have the main ingredient first and then the type e.g. “flour, plain” instead of “plain flour” so like ingredients can be sorted together.

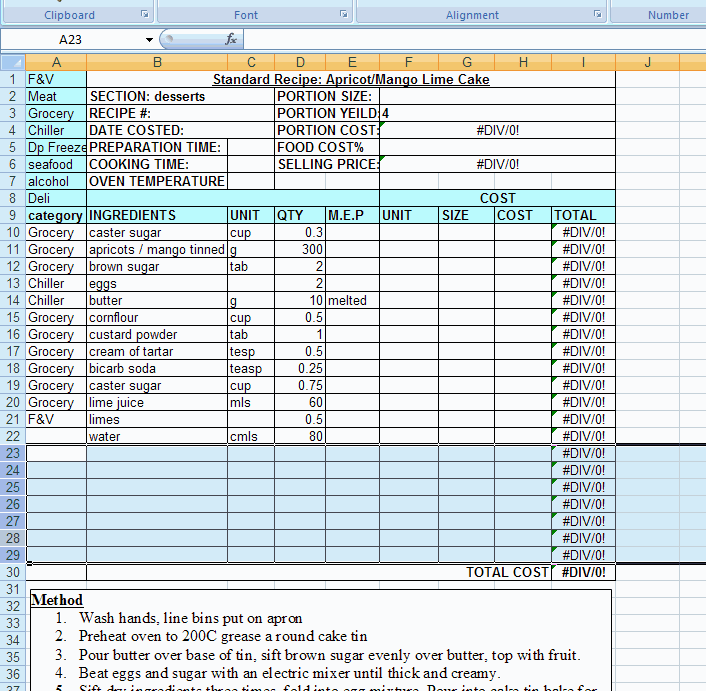
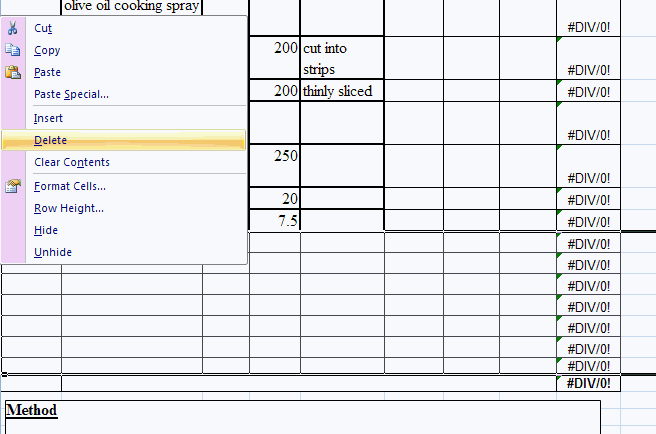
The MEP (mise en place) column can also be used to put in instructions such as chopped, sliced etc.

The last three columns are used if you wish to cost the recipes. There are links on the recipe master to an online conversion website to assist with conversion of ingredients to the units they will be purchased in and to Woolworths online for costing the recipe.

**TROUBLESHOOTING** Excel has a default which I can’t fix or stop, so I am going to show you how to fix it when it happens. If you put a fraction into excel it automatically changes it to a date. So, when this happens, click on the cell, right click and choose format cells, then choose General. You will then have to type the number as a decimal eg - .5 or .3 etc. This works out better in the collation anyway**. If you don’t put in fractions, you should not have this problem.**

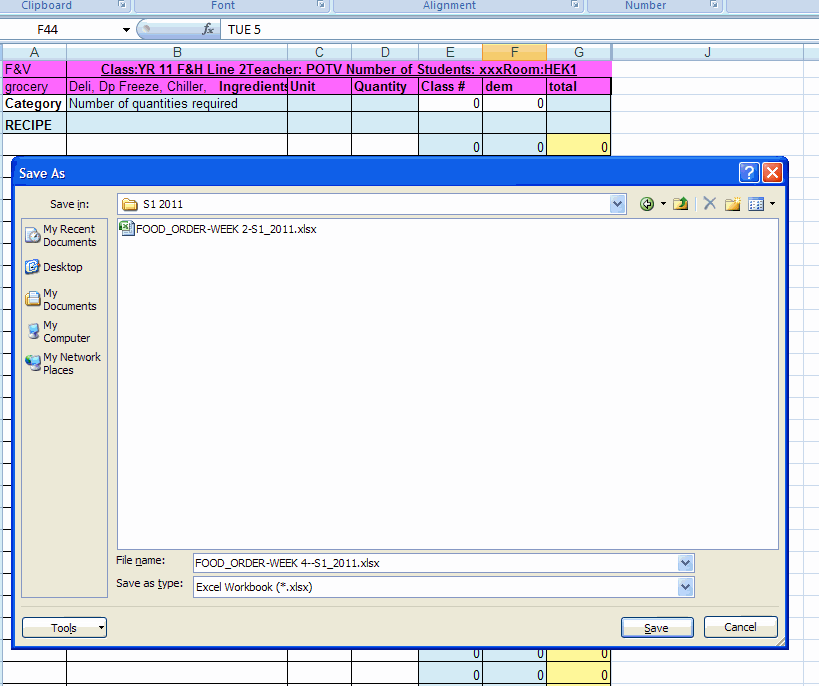
1. The last step seems to be cosmetic, but it also allows more room for the method and photos of the dish. Move the cursor over the numbers in the far left column until the arrow appears. Left click and hold down the mouse button to highlight the unused rows. Now right click and choose delete. The rows will be deleted.

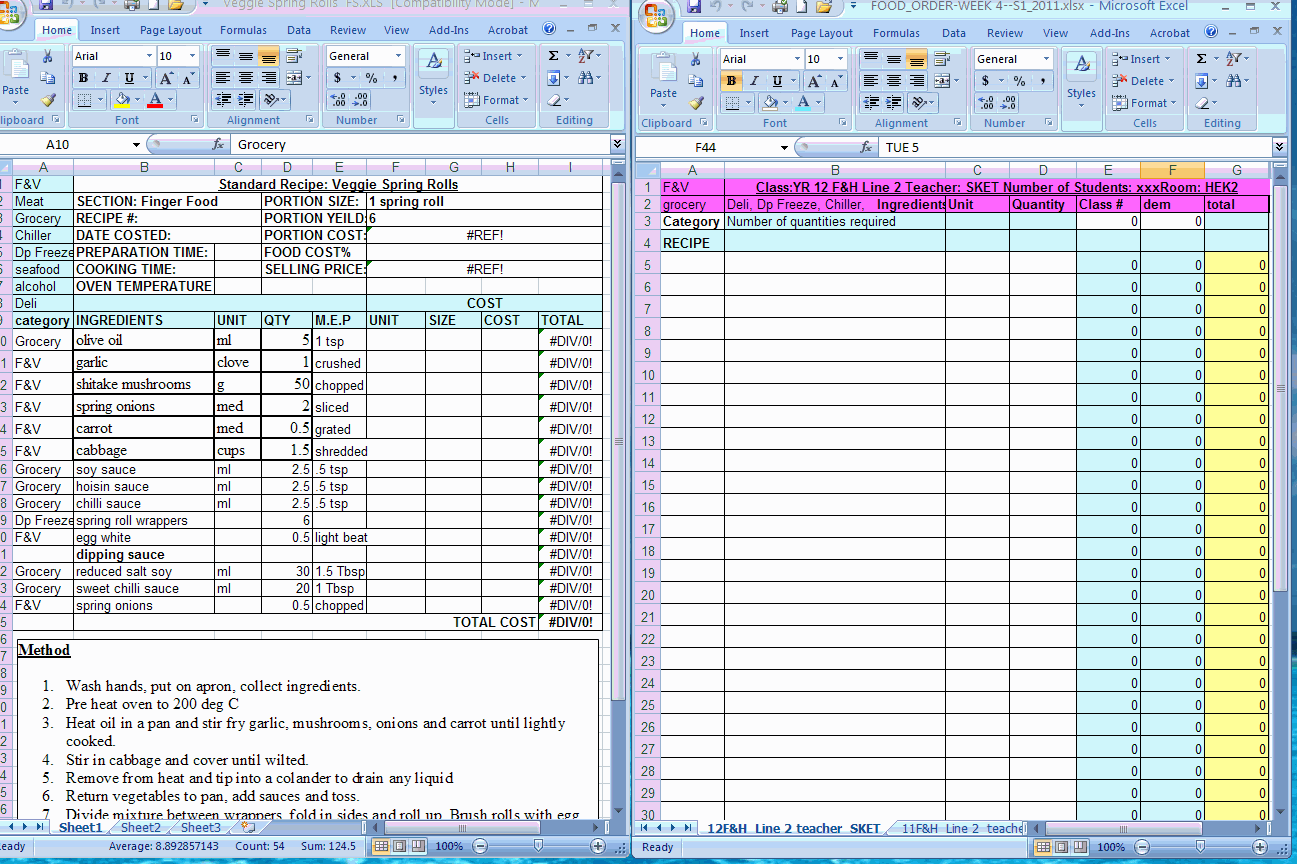
Finally, click on the text box in the recipe costing card master and insert the method for the recipe. If there is room you can put a photo as well. Check the print preview to check that it all fits on one page. Play with the margins and font size if you need to. It is really useful to have the recipe on one page, and normally they will easily fit. You now have a standard recipe that slots into the food order system.

**Copy recipes into weekly food order (created from master) on separate pages according to your classes**

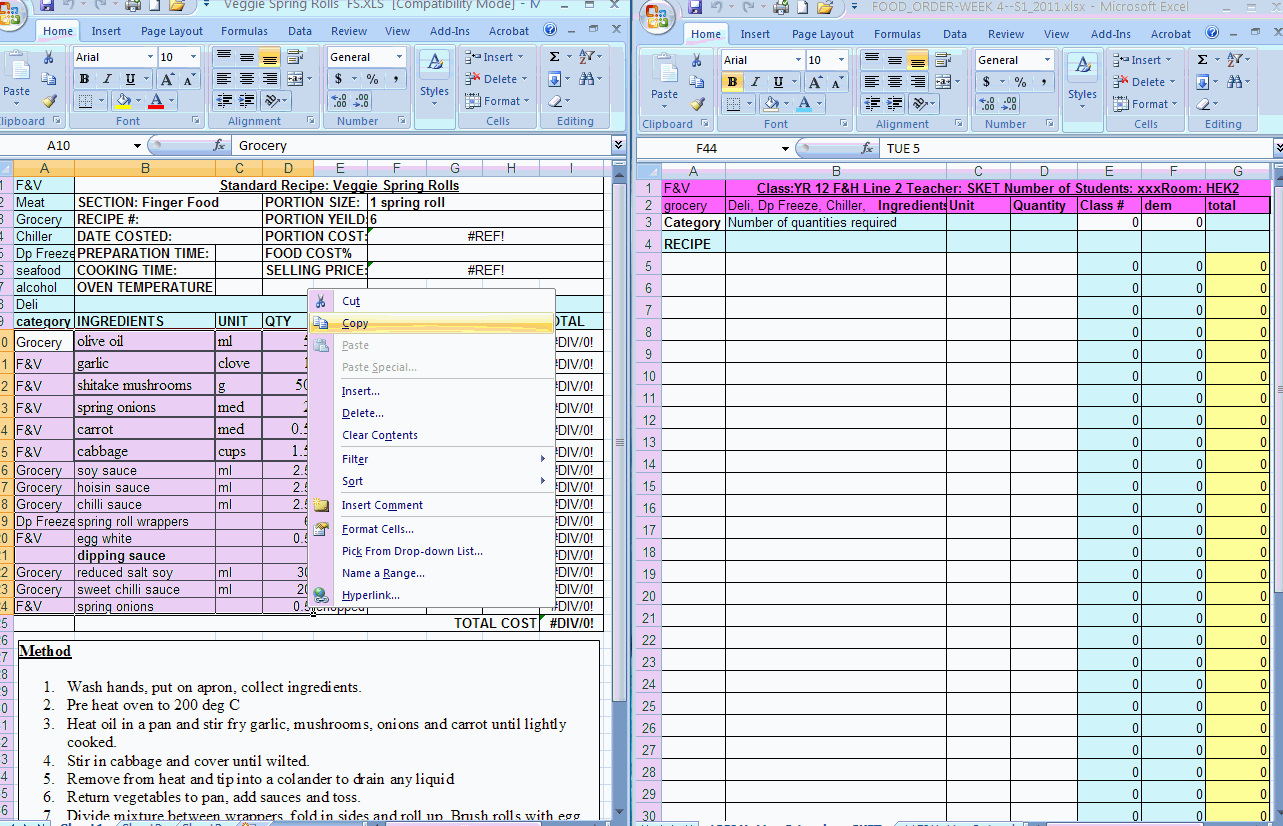
1. Open the food order master, save it as the appropriate week into the appropriate folder.

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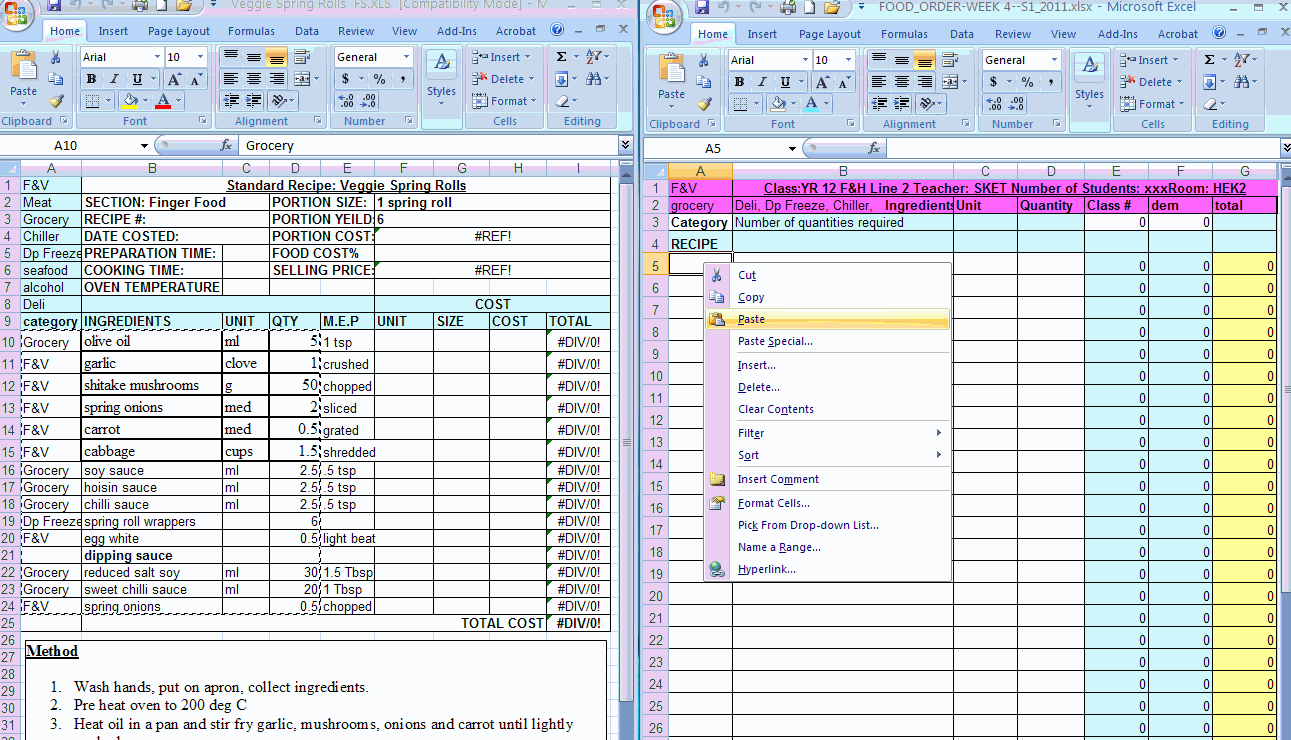
1. Open the required standard recipe card required for the given lesson.

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1. Select the category, ingredients, unit and qty columns of the recipe and copy.

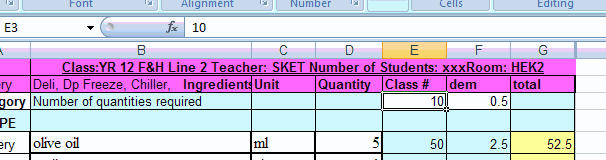
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1. Click on cell A5 of the food order and select paste.

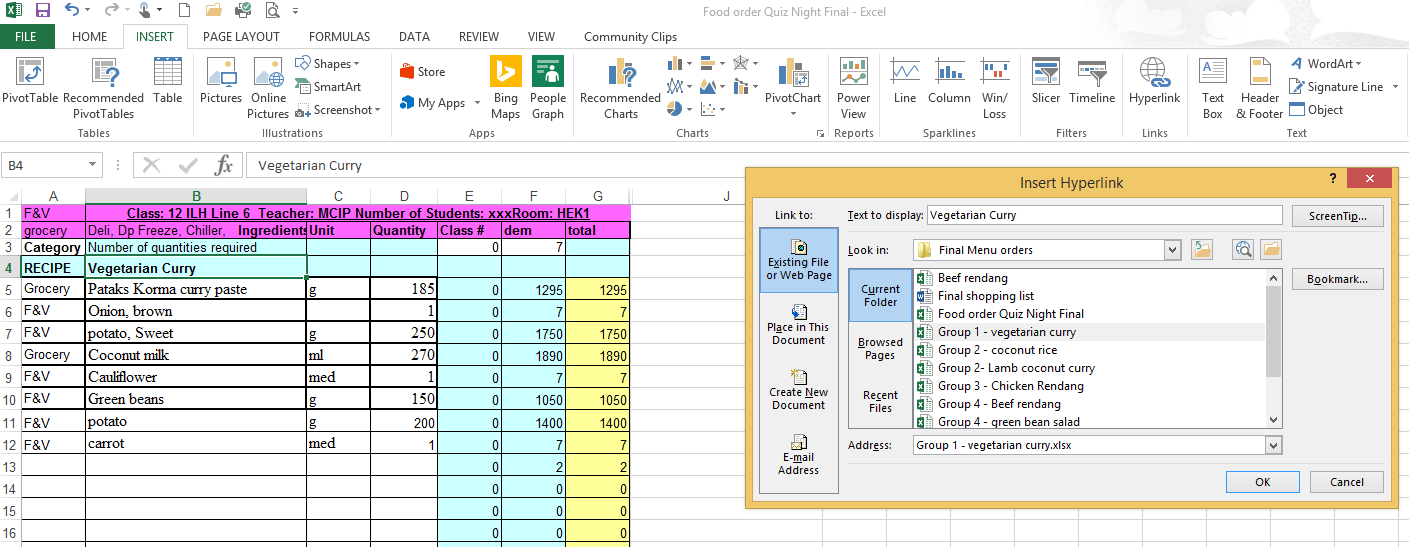


**Nominate the number of quantities of each recipe**

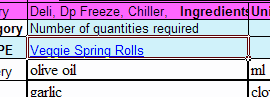
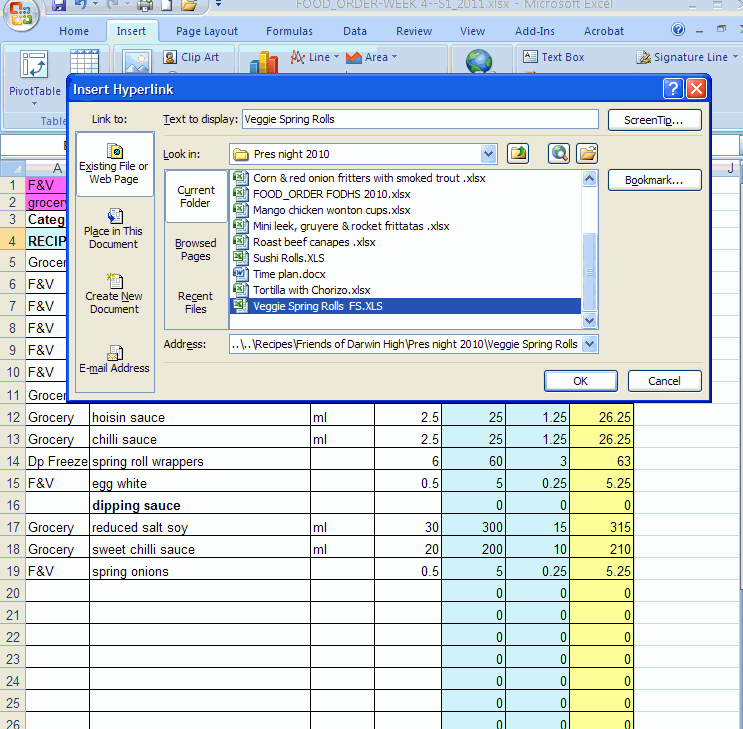
1. In cell E3 put the number of quantities of the recipe you want in the prac, in cell F3 put the number of quantities you want for the dem. The total column automatically totals these amounts. This total column will be transferred to the overall totals page.



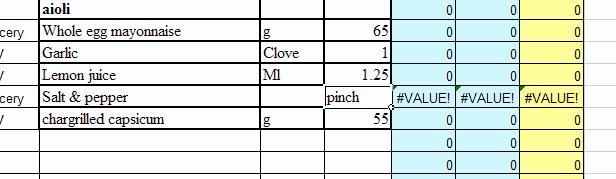
1. If you put the name of the recipe on the order page and hyper link it, it makes it easier to find. It can also assist with budgeting if the recipes are costed. To hyperlink the recipe, highlight the text then click hyperlink.



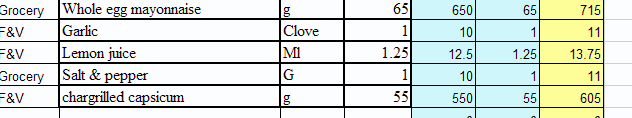
1. Browse the files to locate the recipe then clock OK. The recipe is now hyperlinked. It appears as blue and underlined in the document. When you click on this link, the recipe will open.



1. **Troubleshooting:** the formulae will only compute numbers, so if you see #VALUE in the last columns, it is necessary to change the quantity to a numerical one.



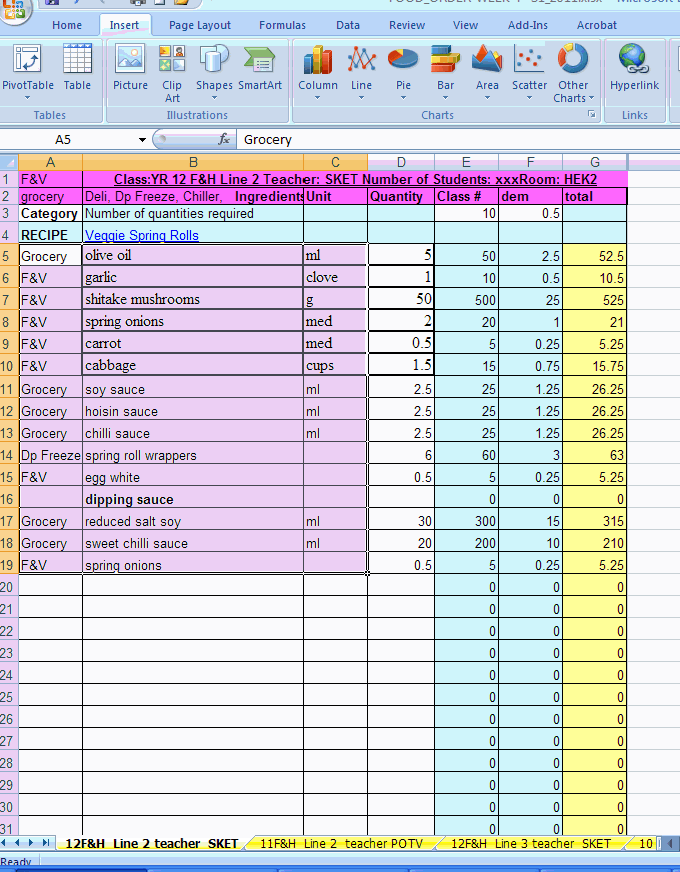
For example, a pinch can become 1g.



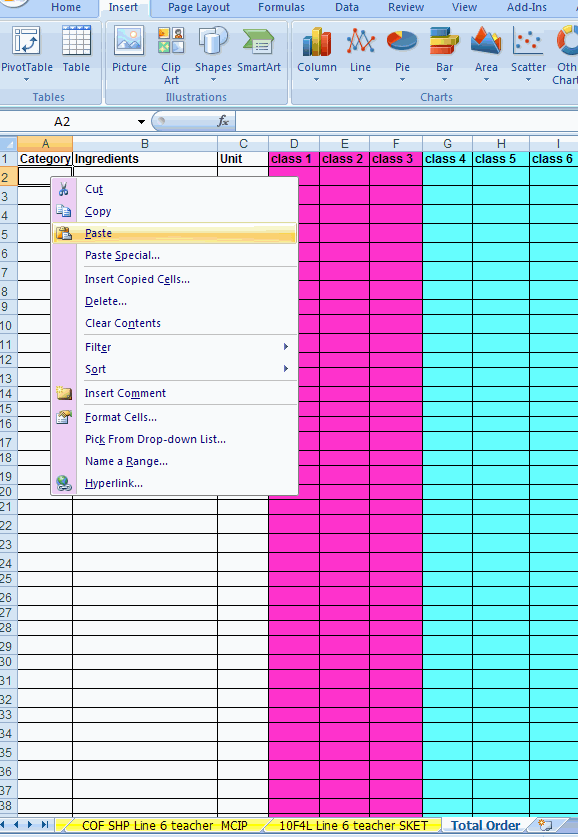
1. Repeat the above procedures for each class. As each class is completed, you might like to colour code the tabs. This helps to keep track of who has completed the food order and where things are up to.

**Copy the ingredients and the total ingredients required to the totals page**

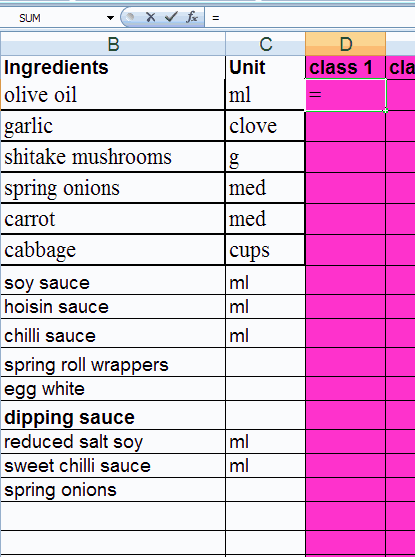
1. Select the first THREE columns only – DO NOT SELECT THE QUANTITY COLUMN



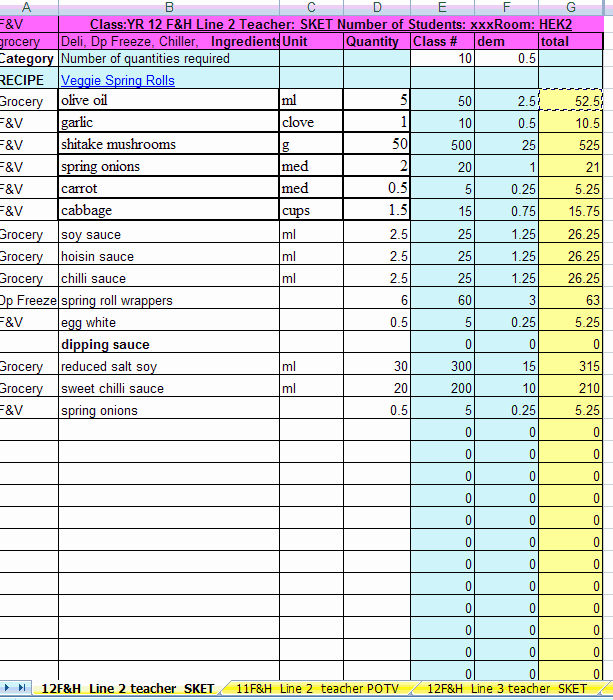
1. Open the total order page, click in cell A2, right mouse click and select paste.



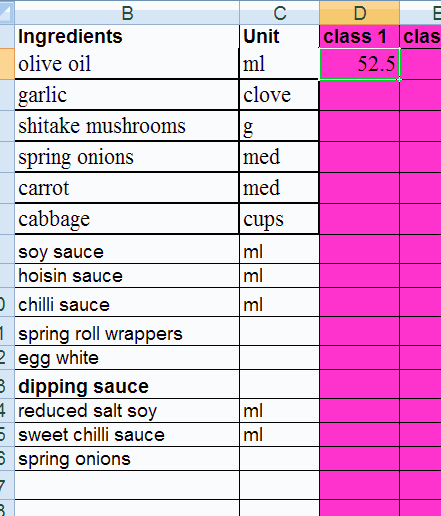
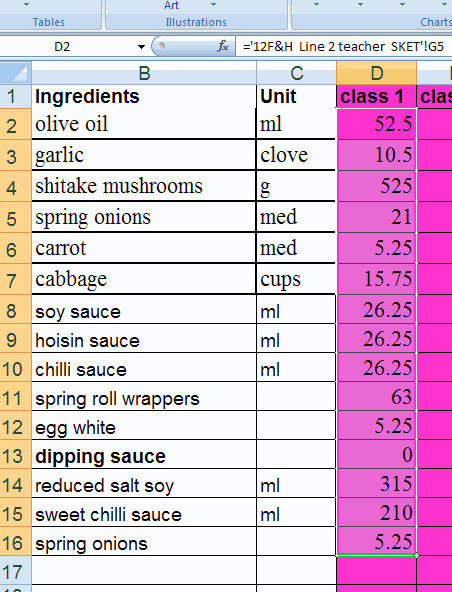
1. Click in the next available coloured cell, then press = on the keyboard



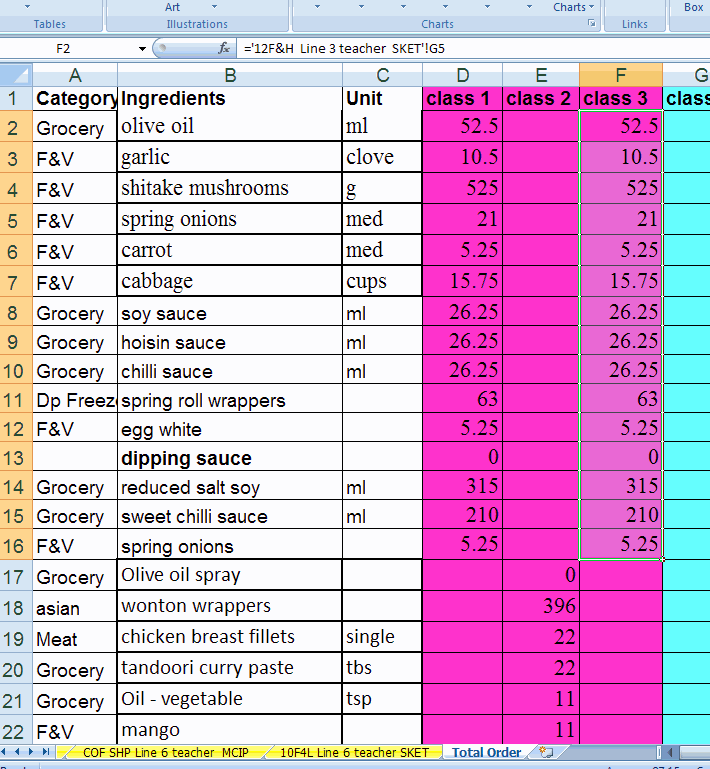
1. Click on the tab corresponding to the recipe you have just transferred. Now click in cell G5, which is the first cell that contains data in the total column.



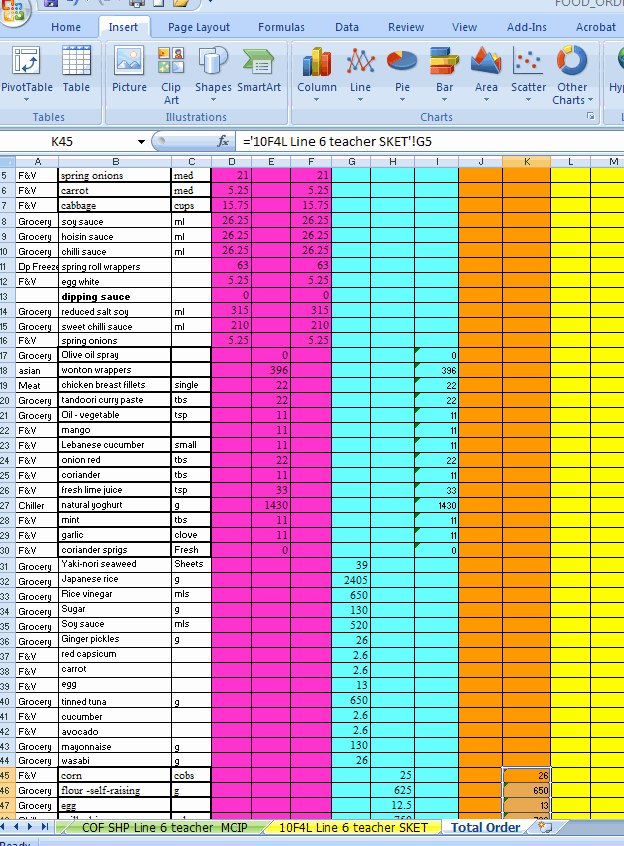
1. Now press Enter. This will return you to the totals page - you have transferred the total amount of the required ingredient to the total page. Click on this square, then move the cursor until the cursor turns into a at the bottom right hand corner. Then left click the mouse and drag down the column until you reach the end of the ingredients list. You have now transferred the total ingredients required for that recipe from the class food order page.

1. Repeat this process for all of the classes. Where you have classes doing the same recipe, you can simply transfer the total from the page. Just make sure it lines up exactly. This will save you time when it comes to collating. Use the different columns to keep track of where you are up to. Using separate columns for each class can assist with finding and fixing mistakes.



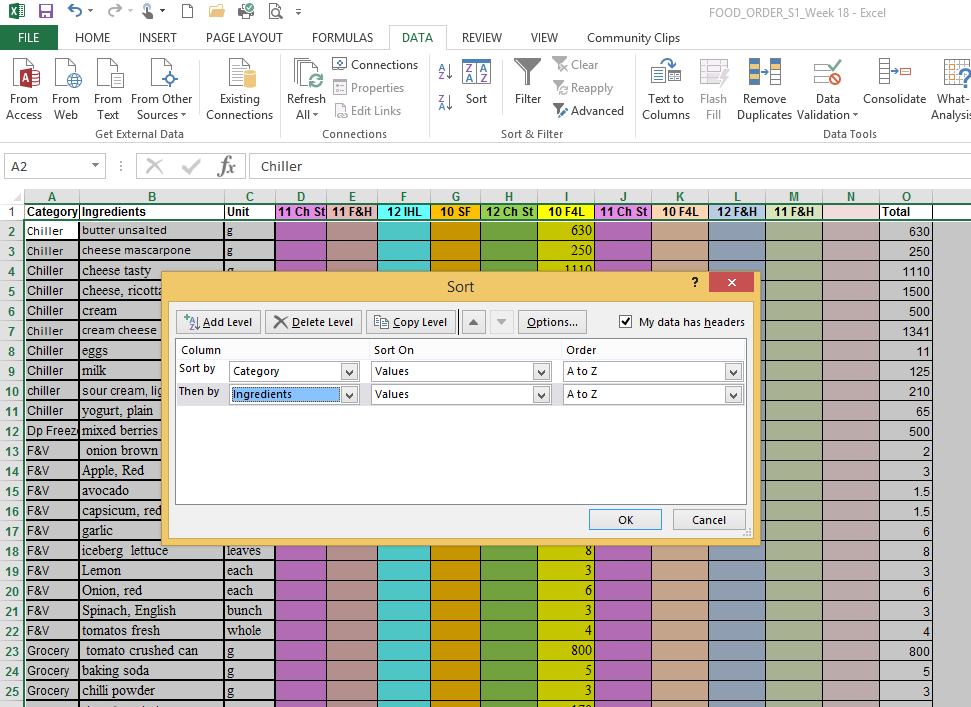
It can be useful to colour code the tabs of the various classes as they are transferred to the total page and printed. This Example shows 3 recipes being done by 2 classes each and one recipe by one class.



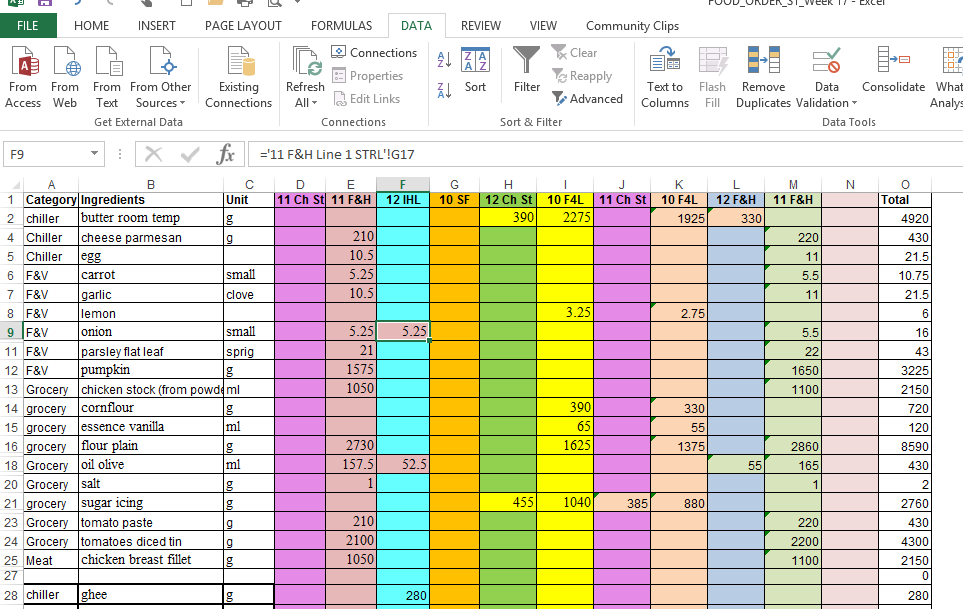
**Sort and collate the totals page**

Once all of the ingredients and quantities have been transferred, you then create your shopping list by sorting and collating the ingredients.

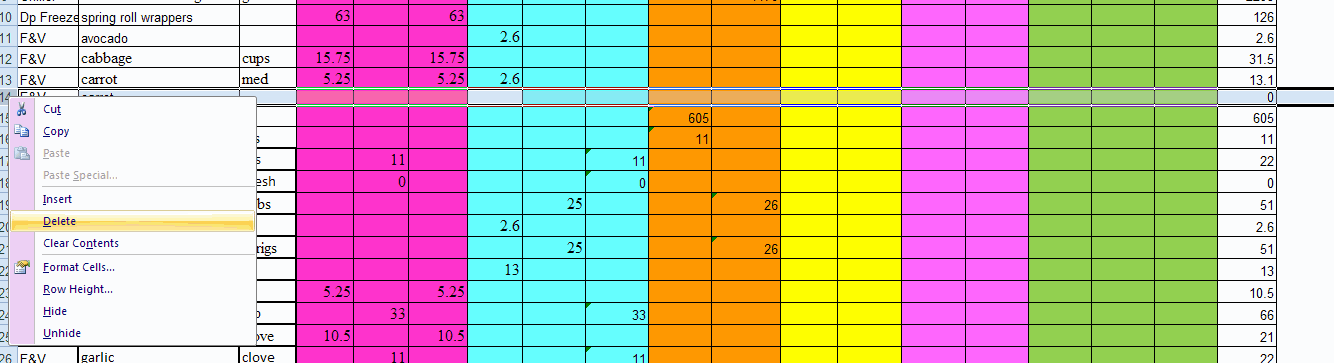
1. With the total order page open, select all the data. Each computer does this differently (Ctrl A; Fn A, click & drag...). Then click the **Data** tab, and click **Sort.** Add levels, click the my data has headers box and sort by Category, then by Ingredients, then click OK.



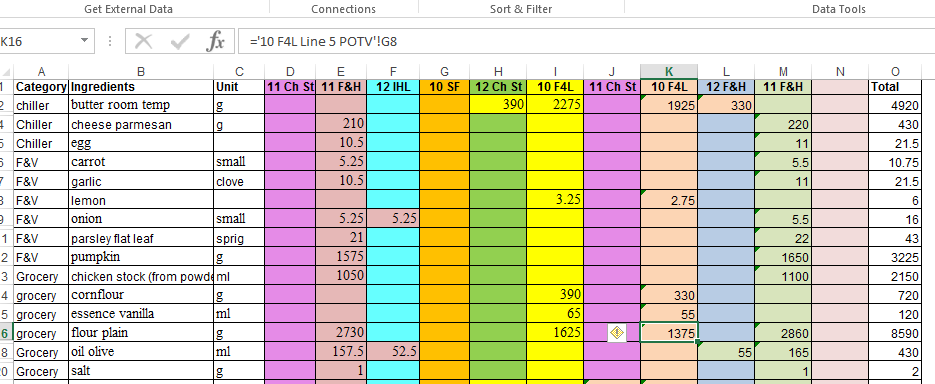
1. Now, the ingredients have been sorted into categories and then ingredients. In theory, all the like ingredients should appear together, one under the other. Now, you simply transfer all totals to one line by cutting and pasting. They will then be added across the page.



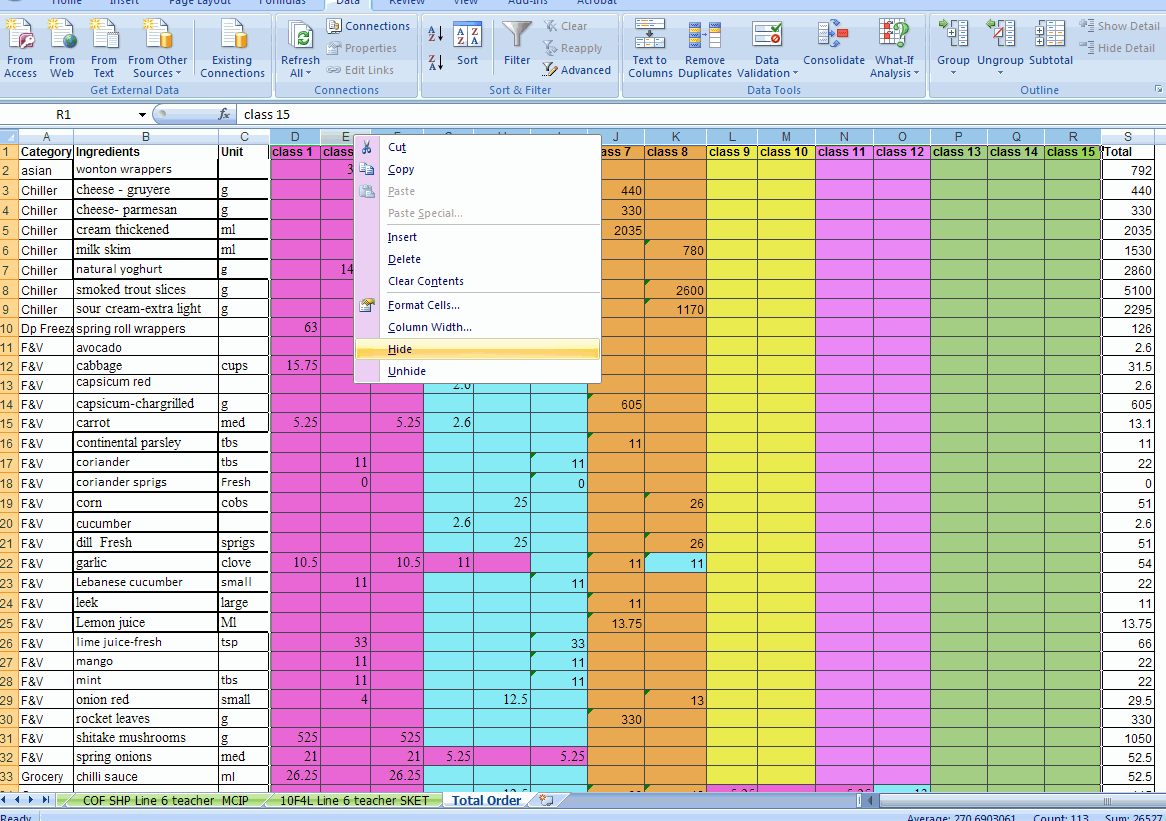
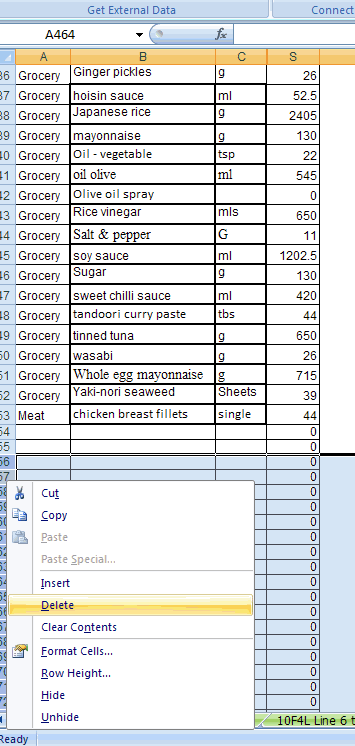
1. When a quantity has been cut from a line, that line can be deleted. Highlight the row then right click and choose delete.



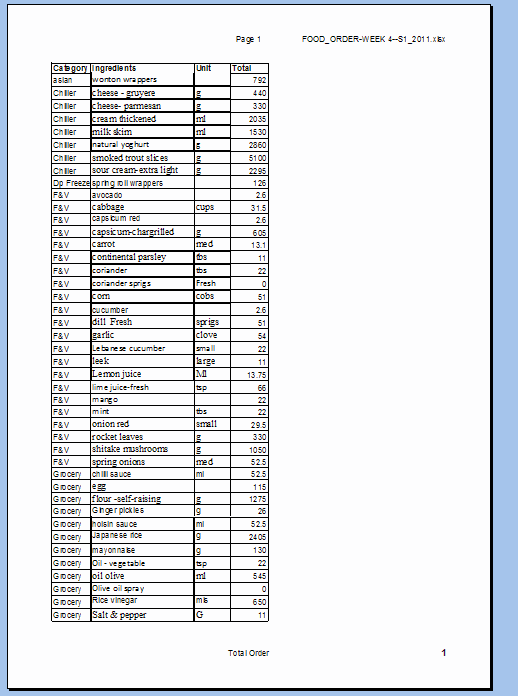
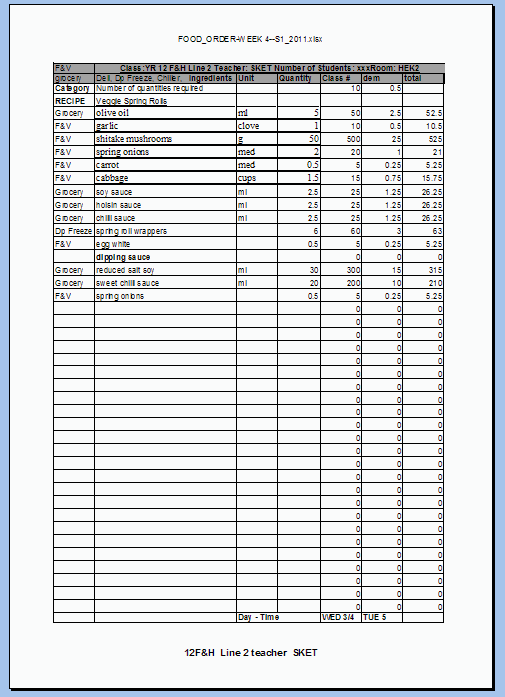
1. Every cell can be traced by clicking on it. The location of that cell can be found by looking in the *fx* window at the top of the spreadsheet.



1. Once the ingredients have been collated, and there is only one of each thing, you need to turn this into a shopping list. To do this, highlight the coloured columns, by dragging the shaped cursor across the tops of the columns whilst holding down the left mouse key. Now , right mouse click and choose **hide. Delete all the unused rows from the bottom of the food order or you will waste reams of paper.**

You have now created your shopping list and your lesson preparation sheets for the week.

Now you can do it all again next week : )

NB:

If you are creating a compiled list for your class that you want to put into the faculty master for the week, you will need to “wash” the total page of formula by copying it, pasting it into word, then copying and pasting it into the weekly order for your class. You may need to create multiple pages for your class. You can just put your class order pages one under the other in the same column when you copy and transfer the order to the totals page.